



WIOA COMMITTEE

GoToMeeting® 12:00 – 2:00 PM
Thursday, March 9, 2017
Walt Sullivan Building, Helena, MT

MEMBERS PRESENT: Commissioner Jane Weber (Chair); Casey Blumenthal, Arlene Templer, Robert Minto, Katie Spalinger, and Jim Marks

MEMBERS EXCUSED: Paul Hopfauf, Paul Gatzemeier, and Mike McGinley

STAFF: Shannon Lewis

CALL TO ORDER/ROLL CALL: Chair Weber called the meeting to order at 12:00.

ROLL CALL: Shannon Lewis conducted roll call and established a quorum.

AGENDA: Chair Weber asked for a motion to approve the agenda.

Ms. Templer moved, and Ms. Blumenthal seconded a motion to approve the agenda.

The motion carried.

MARCH 16, 2017: Chair Weber asked for a motion to approve the draft meeting minutes from the March 16, 2017 WIOA Committee meeting.

Ms. Templer moved and Ms. Blumenthal seconded a motion to approve the March 16, 2017 WIOA Committee draft meeting minutes.

The motion carried.

NEW BUSINESS:

REVIEW AND APPROVAL OF THE WIOA YOUTH POLICY:

Chair Weber asked that Ms. Harris walk the Committee through the policy section-by-section and that the Committee make motions as they walk through the policy to ensure that the motions correspond with the relevant discussion on options provided to the Committee.

The WIOA Youth policy provides for Youth Incentive Payments. The Committee discussed the options at length and had questions about the effectiveness of incentive payments. Committee members both wanted to be responsible with the limited WIOA Youth funds, but also saw value in providing incentive payments if the payments led to better employment outcomes.

Ms. Templer moved and Mr. Marks seconded a motion to allow WIOA Youth Providers to continue offering incentive payments to participants.

***The motion carried.
Robert Minto voted no on the provision.***

APPROVED LANGUAGE:

- Providers are encouraged but not required to provide incentives. Providers may determine whether or not to provide an incentive award; however, if they choose to provide incentive awards they will base the award amount on their fund availability. Incentives, both cash and non-cash must be in an amount that is consistent to each youth receiving an incentive for their achievement. If a provider determines that the amount awarded for the attainment of one goal is \$10, then all youth achieving that goal and receiving an incentive award will receive \$10.
- Incentives may also be awarded to youth who have successfully completed the WIOA program and obtained full-time unsubsidized employment.
- Incentives may be given to youth if the provision of an incentive is included in the participant's ISS. The ISS shall describe the plans for preparing the youth for post-secondary education and/or employment, finding effective connections to the job market and employers, and understanding the links between academic and occupational learning, and setting and achieving goals, and for providing incentives as appropriate to youth who achieve goals. Providers must also document the plans for providing incentives based upon the youth attaining one or more of the goals described below in the case notes. The youth must be an active participant in the WIOA Youth program in order to receive an incentive.
- Youth incentives may not include entertainment costs such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.
- Non-cash incentive examples include but are not limited to:
 - Gift certificates (restaurant, retail and school book stores);
 - Plaques;
 - Cap and gown;
 - Class picture; or
 - Class ring.
- Cash incentives awards for a participant are limited to \$500 for the entire program year.
- The cash or non-cash dollar amounts listed in the incentive plan are suggested award amounts. Youth service providers have discretion in determining the actual award amount and whether it will be in the form of cash or non-cash.
- Attainment of a skill goal (basic work readiness or occupational skill goals). A copy of the completed goals screen is required for reimbursement of accomplished skill goal. Participants may be awarded up to the following amounts per goal:
 - Attainment of one goal: \$10
 - Attainment of two goals: \$15
 - Attainment of three goals: \$25
- Attainment of Literacy or Numeracy gain applies to OSY who are basic skills deficient; actively participating in program services; and who have achieved an

increase of at least one educational functioning level. A copy of the measurable skills screen and documentation showing results of pre and post-test are required documentation for reimbursement. Participants may be awarded up to the following amounts:

- \$25 cash or gift certificate for increase of .5 to 1.0 grade level.
 - \$50 cash or gift certificate for increase of 1.1 to 1.9 grade level or more.
 - \$75 cash or gift certificate for testing 9.0 or above in both reading and math on the TABE if increase is more than three grade levels after second year of program participation.
- Attainment of a secondary school diploma or equivalent applies to participants, whether in school or out-of-school, who at the time of enrollment have not attained a high school diploma or equivalent and are awarded such during program participation. For purposes of this policy, attainment of a secondary school diploma or equivalent includes:
 - High school diploma;
 - General Equivalency Diploma (GED); or
 - HiSet.
- Participants may be awarded a cash incentive up to \$250 for obtaining their High School Diploma, GED or HiSet. A copy of the diploma, GED or HiSet certification is required documentation for reimbursement. Participants may not be awarded cash incentives for attending GED/State sponsored high school equivalency classes.
- Returning to school for OSY who are both out-of-school and basic skills deficient at enrollment may receive up to the following incentives for returning to school and successful completion. A copy of the diploma, post-secondary degree or documentation of completion of first term from school official is required documentation for reimbursement.
 - The first term: \$50 limit
 - Attainment of a Diploma or Degree: \$250 limit.
- Attainment of occupational skills credential applies to those participants who are enrolled in training, have not received an occupational skills credential and attain an occupational skills credential during participation. An occupational skills credential is defined as a nationally recognized degree or certificate. Credentials include, but are not limited to, post-secondary degrees, recognized skill standards, and licensure of industry-recognized credentials. A copy of the occupational skills credential or degree from two year or community college is required documentation for reimbursement.
 - Up to \$250 may be awarded for attainment of an occupational skills credential.
- Attendance in high school applies to those participants enrolled in secondary education that achieve a GPA of 2.0 or higher. School records showing GPA is required documents for reimbursement.
- Incentives are based on:
 - The grade point average for 4 quarters;
 - School attendance (the number of days absent or tardy per semester); and
 - Grade related/core classes.

GPA Range	1 Quarter	2 Quarter	3 Quarter	4 Quarter
2.0 – 2.99	\$20	\$20	\$20	\$20
3.0 – 3.49	\$30	\$30	\$30	\$30
3.5 – 4.0	\$50	\$50	\$50	\$50

- Participants may receive the following incentives for attendance. Youth may receive only one attendance incentive per semester. School records showing attendance is required documents for reimbursement.
 - \$50 cash or gift certificate for perfect attendance.
 - \$25 cash or gift certificate for missing less than two days of school and being tardy less than two times.
- Participants may receive the following incentives for core class grade related improvements. School records showing grade or pass/fail record is required documents for reimbursement.
 - \$10 cash or gift certificate for going from failing to passing.
 - \$20 cash or gift certificate for passing all classes with a C or higher (apply this incentive to the GPA or Grade Related incentive, not both).
 - \$30 cash or gift certificate for increasing one full grade.
 - \$40 cash or gift certificate for passing all classes for the school year.
- School completion incentive applies to youth who are out-of-school and employed full-time and are enrolled in an educational program leading to the attainment of a GED/state approved high school equivalency diploma, professional license or certificate. The incentive is limited to those participants who are in good standing and actively progressing toward accomplishment of a GED/state approved high school equivalency diploma or professional license or certificate as described in the ISS. A copy of the GED/state approved high school equivalency diploma or professional license or certificate is required for reimbursement.
 - \$50 for receiving a GED/state approved high school equivalency diploma.
 - \$75 for receiving a professional license/certificate.
- Job retention incentive applies to youth who have successfully completed the WIOA program and are employed full time. Verification of employment and a quarterly progress report by the case manager are required for reimbursement.
 - \$25 for getting a job.
 - \$100 for retaining the same job for 3 months.
 - \$150 for retaining the same job for 6 months.
 - \$200 for retaining the same job for 9 months.
- Providers must document the plans for providing incentives based upon the youth attaining one or more goals in the youth's case notes in MWorks. Youth incentives are included in Youth Services objective. Service providers shall track incentive awards, whether cash or non-cash, through the Objectives and Services section of the MWorks Employment Plan following the same funding process of obligating, authorizing and making payments as with any service that has funding attached.

SWIB MOU REVIEW AND APPROVAL:

Ms. Harris discussed the MOU's that would come before the WIOA Committee. The MOU language outlines the responsibilities that are assigned to the SWIB and the delegation of those duties to other entities to administer for the program. The MOU's coming before the committee in May are:

- SWIB Program Management MOU for the Job Service Operations Bureau;
- SWIB Fiscal Management MOU;
- SWIB and Workforce Services Division MOU;
- SWIB Program Management MOU; and
- SWIB Monitoring MOU

NEXT MEETING DATE:

The WIOA Committee will meet the week of May 5.

ADJOURNMENT:

Chair Weber adjourned the meeting at 12:15 PM.